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31 Jan 03

From: Director, Defense Activity for Non-Traditional Education Support

Subj: MAY 2003 AUTOMOTIVE SERVICE EXCELLENCE (ASE) EXAMINATION ADMINISTRATION

Ref: (a) DANTES Examination Program Handbook (DEPH), Volume II, Part III,  
Chapter 31

Encl: (1) ASE/ACT Examination Materials Order Form (DANTES)  
(2) DANTES Instructions for May 2003 ASE Administration  
(3) ASE/ACT Examination Materials Order Form Instructions  
(4) D Registration Form (DANTES Pre-Registration Required Form)

1. The deadline date for ordering ASE examinations from ASE/ACT for the May 2003 testing cycle is 21 March. DANTES orders received after this date will not be processed. Please obtain the required candidate information and place your order early using enclosure (1). Submit all candidate registration forms to ASE/ACT along with the Order Form to Helen Coblent, ASE/ACT DANTES, P.O. Box 4007, 2255 North Dubuque Road, Iowa City, IA 52243.

2. Enclosure (2) contains information for the 2003 testing cycle. Please note that testing fees have increased. Most ASE examinations cost \$24. DANTES authorizes funding for a maximum of three \$24 ASE examinations for each semiannual examination cycle. Active duty and Reserve component personnel in a related MOS, Rate, or AFSC are eligible to test for either credit by examination or for certification. DANTES does not fund the L1, L2, or any recertification tests. Please note the fee increases for these tests. The ASE registration fee is \$29 and all candidates must pay this fee.

3. Enclosure (3) contains the DANTES test center's testing schedule. Note that administration dates are different for Conus and overseas. Reference (a) provides additional information for late receipt of ASE examination materials and other questions. Enclosure (4) must be completed and sent in by each candidate.

4. Do not send examination orders to DANTES. If you need additional space to place your entire order, make copies of enclosure (1) and staple all pages together prior to sending to ASE/ACT. If you fax your orders to ASE/ACT, please check to confirm they have been received.

5. Contact the DANTES Certification program at (850) 452-1360 or DSN 922-1360 for further assistance. Our E-mail address is certprog@voled.doded.mil. Additional information find on our web page at <http://www.dantes.doded.mil>.

Manager, Certification Programs

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